

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE NOVEMBER 16, 2021 MEETING

President Steve Imming called the monthly meeting of the Library Board of Trustees of the Davenport Public Library to order at 12:02 p.m. on Tuesday, November 16, 2021. The meeting was held at the Main Library in the Large Meeting Room.

A roll call of Trustees showed that Judie Lance, Naghme Motto, Joe Heinrichs, Malavika Shrikhande and Steve Imming were present in-person or via Go To Meeting. (Tom Engelmann arrived at 12:09 p.m.) Absent were Craig Cooper, Sylvia Roba and Amanda Motto.

Others present in-person or via Go To Meeting: Amy Groskopf, Library Director; Jennifer Williams, HR Operations Manager; Tracy Moore, Development Officer; Marion Meginnis, Third Ward Alderperson and Council Liaison to the Library and Angie Hammond, Youth Services Library Assistant.

Shrikhande motioned to approve the consent agenda with a second by Heinrichs. Lance, N. Motto, Heinrichs, Shrikhande and Imming all voted yes to carry the motion.

Public with Comment: None.

FRIENDS Report: Groskopf said the FRIENDS participated in Trunk or Treat at Fairmount. They enjoyed the experience and were overwhelmed by the turnout of over 1000. They purchased 200 stickers to promote the FRIENDS and placed on treats they handed out. The FRIENDS are looking at creating a more formal annual operating budget, looking at past average incomes to set priorities on how to spend funds received. Imming noted that he always appreciates the FRIENDS and all they do for the Library.

Finance Committee: Engelmann arrived after this item, so Imming came back to him for a report after Council Liaison report. Engelmann stated the budget is on target with spending and the fiscal year being around one-third complete.

Personnel Committee: No report; Cooper and A. Motto not present.

Advocacy Committee: Shrikhande thanked the FRIENDS, Moore and Brittany Peacock for the #GivingTuesday campaign that is now going on. She has shared with others via social media. Dr. Jake Klipsch with Davenport Schools allowed the Library to participate in the freshmen orientation program at the high schools. Shrikhande attended last night with Amber Carlson from Youth Services. Many sign-ups for library cards and other information-sharing about Library services took place. She commended Carlson, saying she was fantastic at the event. Carlson will be joined by Library Outreach staff for two more sessions this week at high schools. The school district is interested in having the Library in every year to participate in this program. Tomorrow, Wednesday, Nov 17, the Diversity, Equity & Inclusion (DEI) committee will meet. Shrikhande is the Board's liaison to that Library committee. She will share many exciting Outreach opportunities at the December meeting of the Trustees.

Director's Report: Groskopf noted the signage bids for Main are due on Friday. It may need a special board meeting for approval of selected vendor. It depends on the amount of the lowest, responsible bid; if over \$50,000, City Council needs to approve. Mr. Landry notified her that he would not be attending today's meeting, feeling he was not prepared at this time. Imming noted that Engelmann joined the meeting.

Council Liaison Report: Meginnis said the flood plan is in front of Council. The recommendations of the final proposal involve phasing work over a couple of decades. It looks at access across the City, mitigation strategies, flood water levels, the sewer system and more. It is a comprehensive document and she encourages all to take a look at it. There is only once Council cycle for December and it runs very early in the calendar year. December 1 and 8 are the dates, then they will be done until the new year. The budgeting process for the next fiscal year is happening and will come to the Council in January for four Saturday meetings. There will be three new aldermen coming to City Council. Derek Cornette may be seated before the new year as he was filling a vacancy in the Seventh Ward. The other newcomers will begin in January. The Fifth Ward will have Tim Kelly and the Fourth Ward will have Robby Ortiz as their new aldermen. It will present an opportunity to show these newly-elected officials how wonderful the Library is, she stated. Answering a question from Imming, she noted that Ray Ambrose in the Fourth Ward and Matt Dohrmann in the Fifth Ward would serve through December. Kelly and Ortiz will be sworn in at the first January meeting.

New Business: The first item of new business was to discuss the Library Privacy and Confidentiality Policies. Groskopf noted there was repetitive language in the Confidentiality of Library Records Policy and the Privacy Policy. Those were reviewed and combined into the red-lined draft shared with the Trustees in today's packet. The policy is also due for a Board review and approval by the end of the year. Some items of note included changing the term "library records" to "library transactions" that would broaden the scope to cover reference questions and other services. The social worker is a mandatory reporter under state law and this states that exception where they would need to fulfill that obligation. The second page has more language copied from the Confidentiality of Library Records that includes information on how we share data with the Davenport Community School District in assessing impact of Library programs in which their students participate. The section about third-party vendors and the sharing of personal identifiable information completes the changes to the policy's verbiage. Groskopf explained that we don't share patron's information with vendors; users only need to enter their card number. But, they can elect to sign up for an account and share information with the vendor directly to increase the ease of use through apps or other means. There were no questions, comments or concerns from the Board so the policy will be voted upon in December. The second item of new business was to discuss the Library Exhibits Policy. Groskopf stated this covers non-Library exhibits that community members would like to share with visitors to the Library. Library staff had no recommended changes to the policy. Shrikhande asked if membership prices to a non-profit organization could be a part of the exhibit information. Groskopf said that was okay; just no selling of products unless it is for a FRIENDS' event. Meginnis asked if the Hamburg neighborhood tours would be eligible to advertise. Groskopf didn't know if the spaces had been used for that before but it seems to fall under the guidelines. Meginnis also asked about the lead time. Per the policy, the application should be submitted 30 days prior to the start of the exhibit. The Exhibits Policy will be on the December agenda for approval. The last item of new business was to discuss the date for the December meeting and to check availability of Trustees. N. Motto stated she'd probably not be available on December 21. No others present noted a conflict. Imming will check with those not present at today's meeting.

Old Business: The first item of old business was to provide an update on the Director Search. Imming said the schedule, as of now, is to have the reference checks done for finalists by Bradbury Miller by November 30. The in-person interviews will be held on December 1 and 2; times are not yet in place. He asks that the Trustees review the paperwork for finalists. In the past, public meet and greet sessions were held, but due to Covid, there will be a 30-minute virtual session for each of the three finalists to present themselves to the audience and then have questions submitted via a chat box and moderated by Bradbury Miller. A format to submit comments regarding candidates, following the presentation, is still being sought. The past way of having paper comment cards to anonymously deposit won't work in this virtual set-up. The proposed date for the virtual "meet and greet" is Monday, November 29, possibly 5-7 p.m. One link for each candidate's session would be the plan; they wouldn't all be present in the same link. The next item of old business was to discuss the Library

strategic plan. Groskopf shared that the document in the packet is what Linda Wastyn sent after the last planning meeting where attendees filled in the blanks on person responsible, budget and timeline fields. There is some concern by staff that the timeline is heavy for 2022 dates and there will be some shifts made to spread out the tasks over the three years. One other item, Strategic Issue 2, seems to make better sense to move using the knowledge of the social worker to train staff into the first objective to “identify underserved communities” rather than “attend community events to reach more underserved communities”. With those changes, she feels it would be ready to approve in December. She did say she reviewed the current strategic plan to be sure nothing left in it needs to move to the new plan. One key part was the evaluation of program changes from the current plan did not take place due to Covid-impacts. Heinrichs asked how often a strategic plan is created. Imming stated it is generally a three-year plan and updated yearly on progress or adjusted as needed. Shrikhande noted the DEI Outreach sub-committee is seeking to translate some handouts or signage into other languages and she will keep the Board posted on any updates.

Board Training: Groskopf began a board training session at 12:45 p.m. She shared information on some services that the public and Trustees may not know, or remember, that the Library provides. Museum passes, board games and puzzles, musical instruments, hotspots and TechKnow items are few of those. What are TechKnow items? Technology that is portable and can be checked out. Those 51 items are split between Fairmount and Eastern. Items include metal detector, telescope, light therapy lamp for seasonal depression and webcams. These may be things folks can try out before they purchase, or they only need for a short bit of time, and check out for one week. There is also Retro TechKnow that includes a portable cassette player, portable turntable, a carousel slide projector and portable typewriter. Services that the Library provides includes fax service which is free at any building and free notary service at all locations. It is suggested to call ahead for Notary services to check current availability of notary staff at the location the user wishes. Book A Librarian is a service where patrons can make an appointment with a Librarian for 30 minutes at any location. It can be help with a research project, assistance in working a newly acquired device like a tablet or phone, downloading apps, etc. Senior Outreach to assisted living or senior retirement apartments is another program. It includes bringing materials for checkout and some book clubs at those locations. The kit programs that were begun last year for Covid were so popular we kept them going. Craft kit materials can be picked up at a location and recipients can tune in live or to a recorded program to do the kit along with staff. The Library is a Patent & Trademark Resource Center, a program run through the Federal Patent Office with at least one center in each state, and we are the only one in Iowa. It is an electronic resource on a computer in our Special Collections Center where they can do a Patent Research. Two information services staff are trained and can assist patrons in their research. On our website, there is a searchable database that the State Library created and we keep up to date with Iowa inventors and patents. LibGuides is content created by Library staff on specific topics with lists of materials or resources we have at our libraries. Those are accessible on the Library website. ArchivesSpace is a database that provides access to the archive and manuscript collection in Special Collections. This shows what we have and then users can get in touch with staff to view items or use materials for research. QCBeats is a local music database. Album covers are links to the artists’ album. Music can be streamed, or if a user wants to download it, they do need a library card. This is a partnership with the RME (River Music Experience) and St. Ambrose University. Recently, the group has also been working with Augustana College and a local radio DJ in promoting it. Trustees commented that they learned a lot during this presentation on other services the Library provides. Shrikhande suggested sharing the information on NextDoor and other social media platforms.

With no further business, Engelmann motioned to adjourn at 1:07 p.m. with a second by Lance. All approved and the meeting was adjourned.

Respectfully submitted,
Kasey Shipley, recorder

